

NEW BERN HIGH SCHOOL STUDENT HANDBOOK 2025-26

Version 2526a
Updated August 24, 2025

NEW BERN HIGH SCHOOL

Home of the Bears

Principal's Welcome Message

Greetings Bear Families:

Welcome to New Bern High School! We trust that you are as excited as we are to get this school year started. Our goal as always, is to assist students in achieving academic success. At New Bern High School, this means that when students leave our school system, they are prepared for college, for the workplace and for personal success.

You, as students, have selected New Bern High School as the place for you to earn your diploma, and with this selection, there also comes a commitment to do all that is necessary to achieve that success.

As parents, your role is a very important one. We are here to assist you in any way that we can. This handbook, along with our website, will provide you with the answers to most questions that may come up during the year and to acquaint you with our expectations for students.

To new parents and students, we extend a warm "Welcome to our community," and to our returning parents and students, "Welcome Back."

Dr. Darryl Thomas Jr
Principal, NBHS

Table of Contents

<u>Introduction</u>	5
Vision, Mission and Belief Statements New Bern High School Administrative Team Alma Mater	
<u>Attendance Policy</u>	8
Attendance Requirements Denial of Credit (Forced Failure) Attendance Process Responsibilities	
<u>Administrative Information</u>	11
Office Hours & Staff School Day Website Visitors Telephones Lost & Found Lockers Inclement Weather Volunteering School Resource Officers Change of Student Information Address Verification Parent Portal	
<u>Student Services</u>	14
Curriculum & Grades Principal's List/Honor Roll Report Cards & Progress Reports Academic Honesty Procedure National Honor Society Student ID Cards Counselors Homeroom Student Records Fees Transcripts Transferring or Withdrawing Students Health – School Nurse	
<u>Behavior & Discipline</u>	18
Expectations Restorative Justice Chill Out /ISS	

<u>Dress Code</u>	20
Requirements	
Limitations	
Prohibited	
Addressing Violations	
Student Options for Violations	
<u>Student Policies</u>	22
Movement in Hallways	
Internet Access Policy	
Cell Phones	
Posting Student Pictures	
Safety Drills	
<u>Operations and Procedures</u>	23
Procedure for requesting HQ status of teacher	
Cafeteria Services	
Check-In Procedures/Tardy	
Check-Out Procedures	
Media Center Hours and Use	
<u>Sports/Athletics</u>	26
<u>Transportation and Parking Services</u>	27
School Buses and Disciplines	
Behavior Guidelines	
Bus Rules and Expectations	
Changes in Transportation	
Student Parking	
Student Drop-Off and Pick Up	
<u>General Information and Procedures</u>	30
After School Procedures	
Field Trips	
Academic Information Links	
Additional Information Links	
<u>Notice to Employees and Students</u>	32

Introduction

NBHS Philosophy

New Bern High School is dedicated to educating its students as whole persons so that they may lead productive and exciting lives in our modern society. We encourage our students to be well-rounded by demonstrating our interest in and attention to their social, academic, athletic, and aesthetic growth. The high expectations we hold for them are based upon our confidence in our abilities to provide a challenging atmosphere within a physically, emotionally, and intellectually inviting climate.

We pledge to be responsive to the diverse needs, abilities, and capabilities of our student body. Keeping these in mind, we will strive to prepare our students not only for achieving personal growth but also for coping with transitions in our rapidly changing society. We are aware that academic and vocational excellence can have little value in our world unless that excellence is accompanied by moral responsibility. Toward this end, we realize that a major part of our task is to demonstrate and to inculcate respect for self and others, city and state, nation and nations, and for the planet itself.

Vision Statement

New Bern High School students embody academic and moral character, are educationally empowered and prepared to contribute to the global community.

Mission Statement

New Bern High School prepares students to be college and career ready by promoting critical thinking, communication, collaboration, creativity, character, and physical well-being.

Be a Critical Thinker

Effective Communicator

Academically Empowered

Ready for College & Career

Students of Character

NBHS Administrative Team

Dr. Darryl Thomas Jr Principal

Cortez Bryant	Assistant Principal
Matthew Hische	Assistant Principal
Virginia Bullock	Assistant Principal
Jessica Fortescue	Assistant Principal

Principal

Dr. Thomas Jr office is located at the main front entrance.

Assistant Principals

Assistant Principals' offices are located throughout the campus and are assigned students by the first letter of the student's last name:

AP	Location	Grade	Alpha (IEP/504)
-----------	-----------------	--------------	------------------------

Mr. Bryant	515	9th	A-D
------------	-----	-----	-----

Mr. Townsend's office is located upstairs in the short hallway between Social Studies and Science halls.

Mr. Hische	507	11th	E-J
------------	-----	------	-----

Mr. Hische's office is located upstairs in the short hallway between the theater and the bridge.

Ms. Bullock	111	12th	K-P
-------------	-----	------	-----

Ms. Bullock's office is located downstairs behind the main office

Mrs. Fortescue	507	10th	Q-Z
----------------	-----	------	-----

Mrs. Fortescue's office is located upstairs in the hallway between Math and Science.

Placing Assistant Principals in various locations around the building makes them more accessible to students and teachers. Students who wish to meet with a specific Assistant Principal should report to their office to arrange an appointment or email their specific AP.

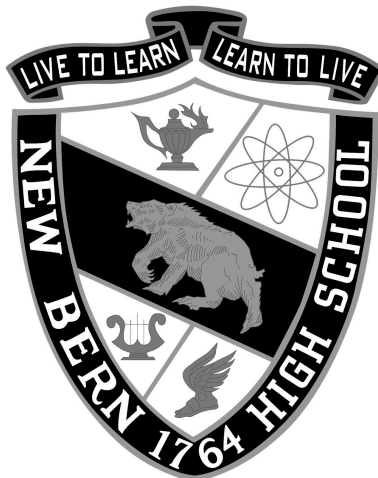
New Bern High School

Alma Mater

*Hail to thee Ol' New Bern High School
And your colors true.*

*We'll forevermore be loyal,
For we're proud of you.*

*You're the brightest star of all,
Clear your radiance shines;
New Bern High School how we love thee
All our praise be thine.*



Attendance Policy

Detailed Attendance information can be located on the [New Bern High School website](#).

Attendance Requirements

New Bern High School is committed to strictly adhering to attendance guidelines established by the NC State Board of Education ([Policy ATND-000](#)) and Craven County Schools ([Policy: 4400 Attendance](#) and [Regulation: 4400-R Attendance](#)). State guidelines classify absences as lawful (excused) or unlawful (unexcused).

Attendance is required of every student every day. Regular and consistent attendance for all students in grades 9-12, along with a minimum academic grade of 60, is required to receive credit for a course.

For all Craven County high school students, **“an absence for grades 9-12 is defined as the failure to be in class 50 percent or more of the class period.”** At New Bern High School, a standard class period is 90 minutes, therefore requiring students to be present for 45 minutes to receive full credit for daily class attendance.

In accordance with **North Carolina General Statute §115C-378**, all children between the ages of **7 and 16** are required to attend school regularly. Craven County Schools upholds this law to ensure that every student has the opportunity to succeed academically and socially.

Attendance is not optional. Consistent daily attendance is essential to academic progress and student success. Missing school—even occasionally—can have a long-term impact on achievement and graduating on time.

To support families and promote strong attendance, Craven County Schools along with NBHS has implemented a structured notification process in accordance with the [NC Compulsory Attendance Law](#):

- At **3 unexcused absences**, families will receive a **First Notification Letter**.
- At **6 unexcused absences**, a **Second Notification Letter** will be sent, outlining the importance of immediate intervention.
- At **10 unexcused absences**, a **Final Notice** will be issued prior to a potential **District Attorney (DA) letter**.

Our school Attendance Council—including counselors and the school social worker—will reach out to schedule a **mandatory attendance conference** with families of students showing chronic absentee patterns. If attendance does not improve, the school may be required to file a **truancy referral** in accordance with state law.

Attendance Process

Teachers shall record student attendance at the beginning of each period of each instructional day. A mark of Tardy will be made if the student arrives to class 1-45 minutes late. A mark of Absent will be made if the student is not present or arrives 46+ minutes late (50% Rule).

CCS Policy requires that all requests to excuse an absence **must be submitted within 5 days of the student's return to school**. All absences shall be coded as unexcused until an appropriate excuse is received and filed by the school's data manager. New Bern High School utilizes a digital submission system to track and maintain all submissions. If a student is marked with an Unexcused Absence (2A) in any period, the parent/guardian will receive notification in the evening, per their Infinite Campus contact preferences. These notifications are sent via phone call, text, and email (via [CCS School Communication](#)) and will indicate an absence was incurred during that day, but not necessarily for the entire day.

Excused Absences include:

- (1A) Illness or Injury of the student
- (1B) Student Medical/Dental Appointments
- (1C) Death in the Family
- (1D) Quarantine
- (1E) Court or Administrative Proceedings.

Unexcused Absences include:

- Family Trips, Extended Holiday, and Custodial Visitation
- DMV & Passport Appointments
- Transportation issues not related to school-provided busing
- Non-School Volunteer Events
- "Family Emergency" or "Personal Reasons"
- Chill Out

Additional details are available at the following links: [Excused](#) / [Unexcused](#)

The following events require prior approval from the Principal; please see the [NBHS website](#) for additional information about submitting these requests.

- (1F) Religious Observance (5 day notice)
- (1G) Educational Opportunity (10 day notice)

Data Manager responsibilities

As the Principal's designee, the Data Manager is tasked to maintain School Information System (SIS)

attendance records in accordance with NC and CCS guidelines.

The Data Manager shall not make changes to classroom attendance without written teacher authorization (email). Students should first discuss a potential erroneous absence marking with their teacher.

Address Verification

In accordance with [CCS Policy 4150](#), in order to attend New Bern High School, students must be domiciled within the established boundaries of the New Bern High School District.

Students living in Craven County but outside of the NBHS District, who desire to attend NBHS, must receive approval from the Craven County Board of Education, through an approved Reassignment.

Students living outside of Craven County, who desire to attend NBHS, must receive approval from the Craven County Board of Education, through an approved Discretionary Admission.

If a student is discovered to be domiciled outside of the NBHS District, Parents/Guardians will be contacted, and the student may be subject to reassignment to their base school of their legal residence.

Reassignments, Releases, and Discretionary Admission information can be found on the Craven County Schools Website:

<https://www.cravenk12.org/academics/student-support-services/reassignments-and-releases>

[End of Section]

Administrative Information

Office Hours

7:00 am to 3:30 pm Monday through Friday

- Wendy Banks, Receptionist
- Susan Chadick, Counseling Secretary
- Cynthia Evans, Principal's Secretary/Payroll
- Charleen Lukasiewicz, Bookkeeper/Purchasing
- Adam Miller, Data Manager/Registrar

Contact Information

School Day

School begins at 7:20am and ends at 2:40pm. Students should not arrive before 7:00 am, as adult supervision is not available before that time. Students should arrange transportation when staying after school. Supervision of students waiting for a ride after school will end at 3:00 pm.

Please visit the website for the most current [Bell Schedule](#).

Website

The New Bern High School website was relaunched in February 2024 with a more modern appearance. Our vision is for the website to be the primary location for information. Please bookmark the following site and visit us regularly: <https://nbh.cravenk12.org/>

Visitors

All visitors must check in at the school office. Upon check-in, visitors will be issued a visitor's badge that they must wear at all times while on campus, and can only go to the area or classroom that was approved by the office.

Visitors may not freely wander the halls and may not report directly to an assistant principal's office, the guidance office, a classroom, the band room, the JROTC room, or the field house.

Telephones

Students may use school telephones only for emergencies. Students must have a pass from a teacher to the front office. The student telephone is located near the Student Check-In Kiosk

Lost and found

Lost and found articles should be turned in to Chill Out or the Front Office. Announcements of lost and found articles cannot be made over the P.A. system.

Lockers

Students do not use lockers during the academic school day. However, lockers are accessible in locker rooms for athletes. Students are not permitted to share lockers. Lockers are the property of Craven County Schools and may be inspected by the school administration at any time without notice to the student.

Inclement Weather

Parents and students will be able to find information about school closings on local radio and television stations, the county website and the High School website. Parents can also call 252-514-6300 for a recorded message when school is delayed or closed due to weather. It is the parent's responsibility to make arrangements in advance to provide transportation for students who usually walk to and from school. Opportunities to use school phones on inclement weather days will be extremely limited.

Volunteering

[CCS Volunteer Webpage and Information](#)

Parent volunteers are always welcome and needed at New Bern High School. To get started, contact the school nearest you and offer your services. All volunteers must pass a background check and sign and agree to the [Volunteer Acknowledgement Form](#). The following groups have an established parent volunteer group and are always looking for new volunteers:

- Marching Band
- NJROTC
- Athletics
- Activities and Clubs
- PTO

School Resource Officers

- Deputy Daniel Mills
- Deputy Ashley Bryant

It is the philosophy and belief of the administration at New Bern High School that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the Board of Education. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the Board of Education, or where security of person or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings. New Bern High School will have two school resource officers on duty.

[Contact Information](#)

Change of Student Information

Parents should come to the school anytime that their demographic information changes and provide the data manager or counseling secretary with the new information. Examples of information include:

address, home phone numbers, parent's work numbers etc. It is important that all student information is kept up to date so parents can be contacted in case of need or emergency. Guidance Counselors also need this information for student records. Proof of address change is required to change information on student records. North Carolina law requires that proof of residence be a current utility bill or lease agreement.

Parent HUB

The [Parent HUB](https://nbh.cravenk12.org/families/parenthub), located under the Families Section of the NBHS website, is a collection of commonly requested information. The web address is: <https://nbh.cravenk12.org/families/parenthub>

Parent Portal

The Infinite Campus Parent Portal can be downloaded from your smart phone's app store (search: Campus Parent). You will need an access code provided by the School Data Manager. Please submit your request for Portal access via a link on the [Parent HUB](https://nbh.cravenk12.org/families/parenthub). You will receive an email with instructions and a unique access code.

The Parent Portal web address is: <https://250.ncsis.gov/campus/portal/psu250craven.jsp>

All users accessing the Parent Portal after July 1st of each year will be required to update their student's existing registration with new or changed information. Address changes can also be made via this method, if proper documentation is uploaded.

Communication with Teachers

New Bern High School has established effective communication systems for parents and teachers. Parents are encouraged to initiate contact with teachers if they have any questions or comments. Listed below are several effective ways to contact a teacher:

The most effective way to contact teachers is through email

Teacher Email addresses are found on our school website, listed on the [NBHS website](#) under Academics, then by department. E-mail addresses for teachers use the following structure:

firstname.lastname@cravenk12.org

OR

Call the school (514-6400) and ask to leave a message for a teacher. Your call will be transferred to the teacher's mailbox while they are teaching, in a meeting, or otherwise unavailable.

Call the Counseling Office Secretary (514-6070) to schedule an appointment with your child's teachers. The secretary or a counselor will schedule an appointment for you with the requested teachers.

Student Services

Curriculum & Grades

All students at New Bern High School will be instructed according to the North Carolina Standard Course of Study. For a complete explanation of graduation requirements, career pathways, course descriptions and more, see the Craven County Schools High School Curriculum Bulletin.

All grades on report cards will be numerical. Any grade below a 60 will be considered a failing grade.

Grading Scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Principal's List & Honor Roll

Principal's List: All grades 90 and above, Satisfactory conduct grades in all subjects

Honor Roll: All grades 80 or above, Satisfactory conduct grades in all subjects

Report Cards & Progress Reports

Report cards are not printed unless requested. Quarter grades are finalized in Infinite Campus each nine weeks. The school year is divided into two eighteen-week semesters. The semester grades are final grades, which are recorded on the high school transcript.

First Nine Weeks..... October 20, 2023

Second Nine Weeks..... December 20, 2023

Third Nine Weeks..... March 19, 2024

Fourth Nine Weeks and Final..... Underclassmen final report cards are not printed unless requested; however, final grades will be available for viewing on PowerSchool June 14, 2024 (subject to change). Seniors will receive them at graduation practice.

New Bern High School evaluates each student's academic progress using interim progress reports. Grades are numerical with a 60 being the lowest passing grade. Students and parents should utilize the Parent Portal regularly to check grades and attendance; formal progress reports are not available.

Academic Honesty Procedure

Please read our [Academic Honesty Procedures](#). NBHS does not tolerate cheating or plagiarism.

National Honor Society (NHS)

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of New Bern High School.

Membership in the National Honor Society is not offered on the basis of scholarship alone. Students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character will be granted membership.

All juniors and seniors who are not members and who currently have a cumulative weighted grade point average of at least 4.0 must attend the NHS informational meeting. These forms are used to obtain information directly from the student regarding leadership and service activities and to elaborate on the student's perspectives concerning the honor society and its values. Membership is determined by and students must show evidence of participation in all of the following:

- 1) School extracurricular activities (clubs, sports, etc.)
- 2) Community service (such as Soup Kitchen, Habitat for Humanity, Relay for Life, etc.)
- 3) Leadership (School clubs, Scouts, Church, job-related) and
- 4) Award, recognition, and work experience. No section of the application should be left blank, and no late applications will be accepted.

Although only juniors and seniors are eligible for NHS, students who wish to become members should begin the process of meeting requirements as early as the freshman year. The selection process begins with activities, awards, etc. that begin with the freshman year.

Applications will be mailed in early September.

Student ID Cards

Student IDs are provided as a courtesy from the annual school picture vendor. The school does not possess the ability to duplicate a student ID. Student IDs may be used for certain events, i.e. entrance to games and media use. A lost ID cannot be replaced.

Counselors

The counselors at New Bern High School are available to discuss academic concerns, personal and social issues, and career planning. They can assist students with information regarding future plans, i.e., college admissions, financial aid, military, and career information. Students who want to visit a counselor should fill out a request form available from any teacher or the counseling office. Students and parents are encouraged to visit the NBHS Student/Parent Resources page on the NBHS website for links to resources and to read the Counseling Department Newsletter and scholarship lists, which are both updated weekly.

Please visit the [Counseling Department](#) webpage for more detailed information.

Homeroom

Students will meet in homeroom each Monday. As students are promoted, they will remain with the same homeroom group and teacher each year while at NBH. This approach allows us to provide an advisor/advisee relationship that should complement the services provided through our counseling department.

Student Records

The school maintains a cumulative education record on each of its students. This record contains important information such as personal data, a health record, standardized test results, and subject area grades. Under the federal Family Educational Rights and Privacy Act, the following is considered directory information and can be made available if the parent, guardian, or eligible student does not object: your child's name, address, telephone listing, date and place of birth, dates of school attendance, and the most recent previous school attended. *Any Parent/Guardian or eighteen-year-old student who does not want their directory information released must have a letter on file in the Principal's office. Your child's education record is confidential and available only to you and to school officials or other agencies with legitimate educational interests. *The Family Educational Rights and Privacy Act explains your rights regarding your child's school record.

If you have a change of address or phone number, please contact the Data Manager or Counseling Office Secretary. Proof of address (i.e., utility bills, lease agreements) must be provided in order to change our computer records.

Fees

School Cash Online: SchoolCash Online is an easy to use and safe way to pay for your children's school fees. Now, with a few clicks, you can pay for your student's senior fees, parking passes and so much more. All you have to do is register an account, attach your children and in no time you will be able to make payments online. We accept many different payment forms so come in and check us out!

[CCS School Cash Online Website](#)

[Parent Help & Registration](#)

Graduation Fee: Graduating seniors' fee of \$25 will be collected with cap and gown fees by Jostens. The fee is to cover the costs associated with graduation preparation and commencement setup.

Textbook Fees: When a student is issued a textbook, the student becomes financially responsible for that book. If books are lost (even if left in their classroom) or damaged, the student must pay for the book or pay a damage fee to the counseling office.

Lab Fees: AP Science Courses require a \$10 lab fee to cover the price of consumables used during labs.

Transcripts

Current students may request a transcript from the Counseling Office Secretary. Students must show a picture ID and the charge is \$1 per copy. Previous students must complete an Academic Transcript Request Form (available in the counseling office New Bern High School website), show a picture ID and the charge is \$2 per copy. Student records cannot be released by telephone request. Students who graduated prior to the current school year must order transcripts off of the CCS website.

Students who do not pay all fees may **NOT**:

- walk at graduation
- have end of year report card mailed to them

Transferring or Withdrawing Students

Parents who wish to withdraw their student should notify the school prior to leaving so that proper paperwork and procedures can be completed. Parents should contact the Power Schools Data Manager to start the process.

Health - School Nurse

Please visit the [School Nurse](#) webpage for more detailed information.

Accidents

If a student is injured during the school day, the closest faculty/staff member should be notified. The faculty/staff member will immediately notify an administrator and the nurse. An incident report should be filled out by the nurse or the teacher who witnessed the accident. All incident reports should be filed in the nurse's office. If medical attention is required, the student's parents will be notified.

Medication

All medication must be registered with the school nurse. Students are not to have medication in their possession unless they have consulted with the nurse and filled out the required forms. Students who do not comply with this policy may be subjected to discipline referrals and/or law enforcement referral.

Safe Surrender Law

The State has mandated that schools inform students in grades 9-12 regarding the lawful abandonment of infants. According to this law, an infant up to 7 days old can be surrendered to a responsible adult and the baby will be placed in a loving home. There are no legal ramifications for this act.

Illness

If a student should become sick at school, they must go to the nurse's office. The nurse will call the parent if checkout is needed. Check-out due to illness may only be done through the school nurse, who will contact the parents.

Student Insurance

Parents who wish to obtain student accident insurance coverage for their child may do so by visiting www.k12specialmarkets.com. In order to apply and enroll online, a credit card will be required; however, a paper application can be downloaded from the New Bern High School website www.cravenk12.org/NBHS

Suicide Prevention Hotline - Are you or someone you love at risk of suicide? Get the facts and take appropriate action. With Help Comes Hope.



Student Services Management Team (SSMT)

The Student Services Management Team is comprised of faculty members directed by an assistant principal. The purpose of the SSMT is to meet with students and/or parents to develop action plans

that address academic performance issues, poor attendance, and repeated discipline problems. SSMT meets daily during first period.

Behavior & Discipline

Expectations

- Follow all county, school, and classroom rules and procedures.
- Be on time and be prepared.
- Think before you speak or act.
- Respect yourself, respect others, and respect property.

NBHS follows the discipline policies as set forth by the Craven County School District. See student handbook on the CCS website (POLICY #4309 - beginning pg. 11)

Restorative Justice

At the start of the 2019-20 school year, our school adopted a Restorative Justice (RJ) approach to help us address concerns with student behavior. We have found that RJ is not only helpful as we are responding to these situations, it also helps guide our conversations with students so that we can be more proactive than reactive. The strategies listed below are utilized:

- *Let's Talk*: Create a culture of communication to resolve conflicts.
- *Circle Up*: Deal with the issue immediately and where it happens.
- *Repair the Harm*: Teach students to take direct responsibility for their actions.
- *Throw out the Rules*: Create clear and consistent expectations.
- *Create a Growth Mindset*: Put students back in the driver's seat.
- *Teach Mindfulness*: Empower students to recognize and manage their own emotions.
- *Cultivate Empathy*: Build capacity to listen, understand and communicate.
- *Build Restorative Support*: Focus on the small things.
- *Create a Snapshot*: Use data to track behaviors, coach students and address recidivism.

Chill Out / In-School Suspension (ISS)

The purpose of "Chill Out" at New Bern High School is to prevent and correct discipline problems. Students may be placed in Chill Out or ISS as a consequence of disruptive behavior, insubordination, or other areas of non-compliance with the New Bern High School Student Code of Conduct. During an assignment to Chill Out/ISS, students will complete mandatory work in a structured environment until teacher assignments are received.

In ISS, Teachers provide assignments which are completed by the student. It is mandatory that

students follow all rules when they are assigned to Chill Out or ISS. Students must sign the NBHS Chill Out Student Contract when they are assigned to Chill Out, which states that they understand the rules. Failure to comply with the rules set in the Chill Out Student Contract will result in further disciplinary action.

The goal of Chill Out and ISS is to serve as a deterrent for disruptive behavior, resulting in a decrease in incidents which may lead to out of school suspension. For attendance purposes, a code of 3A will be assigned for ISS, while an attendance code of 2A (unexcused absence) will be assigned to any student who is sent to Chill Out.

Long Term Suspension: A **Long-Term Suspension** in Craven County Schools is a disciplinary action that removes a student from school for more than 10 school days due to serious and or repeated violations of the Student Code of Conduct. This action begins as a recommendation by the school's principal and administration and must be submitted to the Superintendent for review and approval, as outlined in Board Policy 4353. Before a long-term suspension can be imposed, the student and their parent or guardian are invited to a formal hearing, as part of the due process required under North Carolina law. For full details, families may review Craven County Schools Board Policy 4353 and refer to the district's Student/Parent Handbook for procedural guidance.

Dress Code

AAA Standard: Appropriate Academic Attire

#KeepItAAA

New Bern High School respects students' rights to express themselves in the way they dress. All students who attend New Bern High School are also expected to respect the school community by dressing appropriately for an educational environment in order to prepare for a future in the workforce. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff and parents.

Requirements

- Undergarments should not be visible **at any time**, including at the waist or at the chest and shoulders.
- Outer layer of clothing must cover all areas from one armpit across to the other armpit, across the chest and back, and down to the mid thigh.
- Tops must have shoulder straps that completely cover undergarments at all times.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements for coverage of the dress code.
- Rips, tears, and/or holes in clothing should be lower than the mid thigh minimum length.
- Shoes must be worn at all times and should be safe for the school environment.
- Specialized courses may require specialized attire, such as sports uniforms, medical scrubs or safety gear.
- Pajamas, pajama pants, or any clothing that is determined by school administration to resemble sleepwear are not permitted at school and will be considered a violation of the dress code.
- All of the above requirements apply on Spirit Days and other themed days approved by Administration.

Limitations

- Headgear including hats, hoods, durags, bonnets, and caps are not allowed unless...
 - College Logo Hats on Make a Difference Monday
 - NBHS branded or theme-matching hats on Spirit Day Fridays
 - permitted for religious, medical or other reasons approved by school administration.
- Pajamas, and Bedroom Shoes/Slippers shall not be worn, **except** for school activities approved by the Principal.
- Sunglasses may not be worn inside, except for medical reasons and for school activities approved by the Principal.

Prohibited

- Clothing may not depict, imply, advertise, or advocate: illegal, violent, or lewd conduct, weapons of any kind or use of alcohol, tobacco, marijuana, vaping, or other controlled substances.
- Clothing may not depict or imply: pornography, nudity, sexual acts, vulgar, discriminatory, or obscene language or images.

- Clothing may not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

Addressing Violations

The Faculty & Administration at New Bern High School reserves the right to determine what constitutes appropriate attire by these standards. Students will have the opportunity to correct any violations by making immediate adjustments when addressed or by obtaining a corrective item from the NBHS Campus Closet. Students who refuse to make the necessary adjustments will not be allowed to attend class and will face disciplinary consequences if corrective action is not taken. Parents will be called if appropriate clothing is not available.

If it is necessary for staff involvement around a student's attire, it should be done in a way that is the least restrictive and disruptive to the student's school day. Appropriate Academic Attire enforcement actions should be done with discretion and should minimize the potential loss of educational time.

In the classroom, halls, and other common areas of NBHS, faculty should enforce Appropriate Academic Attire regarding the following concerns:

- demeans or degrades individuals or groups of people (words, symbols, pictures),
- promotes violence or illegal activity,
- compromises the safety of themselves or others (ex. student wearing sandals in woodshop),
- presents excessive lack of coverage concerns of key areas of the body (ex. half shirt, boxers showing)
- any other items listed in the **Prohibited** section

Student Options For Violations:

- The student can either remove the item immediately if it is not a primary piece of clothing (ex. hat, sweatshirt, jewelry).
- If the student has appropriate clothing available to change into, the student may change and return to class.
- If the student cannot make the attire adjustment, the student should be sent to the nearest Campus Closet for further assistance. Parents may bring clothes or the office may offer clothing to borrow as resources allow. (If student violations continue, NBHS discipline progression will follow).



Student Policies

Movement in the Hallways

Students are expected to be moving during class changes and after school, not standing. Students who congregate in the hallways during school contribute to problems with the flow of students in the hallways of New Bern High School. Students who are moving are less likely to be tardy as well. Students should not be standing in the hallway; they should move with purpose to the restroom, the classroom, or other approved destinations.

Internet Access Policy

The Internet is available on all media center computers and laptops that are available for classroom use. All students and their parents must read and sign the "Craven County Schools Internet User Agreement for Middle and High School Students" at the beginning of each school year. A current signed copy of the "Craven County Schools Parental Agreement Form" must be on file in the Media Center before a student can access the Internet on any school computer at New Bern High School. In addition, Craven County Schools Board of Education policy requires each student to sign in at the computer each time before using the computer or accessing the Internet.

Disciplinary actions for unauthorized access, copyright infringement or plagiarism, inappropriate language or content, abuse or attempt to disrupt the computer or network at New Bern High School will result in the following:

1st Offense Contact Parent

Subsequent Offenses Consequence (LD or OSS) and possible loss of technology privileges

New Bern High School reserves the right to impose other disciplinary actions in accordance with the Craven County Internet Use Agreement for Students.

Cell Phones & Electronic Devices

Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, smart watches, wireless earbuds, and similar devices.

In accordance with NC Law and Craven County Schools policy [4309 Code of Student Conduct](#) and regulation [4309-R Code of Student Conduct](#), cell phone usage will only be permitted before and after school. *"Students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel."*

Posting student pictures

New Bern High School follows the Craven County Acceptable Use policy and all policies outlined in the Federal Education Rights Privacy Act (FERPA) .

Safety Drills

New Bern High School conducts several safety drills (fire drills, tornado drills and lockdown drills). Each drill is intended to strengthen our procedures and ensure our school is as safe as possible. Any disruptions during a safety drill will result in out-of-school suspension.

Operations and Procedures

Requesting HQ status for a teacher

Please click on the link below if you would like to request the Highly Qualified (HQ) status information for your child's teacher.

[Process to request HQ status of teacher](#)

Cafeteria Services

It is the expectation of the administration that students keep the cafeteria clean. The administration reserves the right to shorten lunch periods in order to comply with county health and sanitation guidelines.

Breakfast Cost: Full Price (\$1.15) Reduced Price (\$.30)

Lunch Cost: Full Price (\$2.25) Reduced Price (\$.40)

Food purchased in the cafeteria and kiosks at breakfast and lunch must be consumed in the cafeteria and designated breakfast areas during specified meal times.

Students are not to take food or drinks to classrooms from lunch periods.

Students will be served breakfast starting at 7 am on M, T, Th, and F. Students should purchase breakfast if desired and go to class prior to the late bell for Homeroom or Intervention.

During lunch, students may be in the cafeteria.

Students who break in line may be assigned ISS.

Food and beverage are to be consumed only in the cafeteria and may not be taken out of the cafeteria to be eaten in a teacher's classroom or any other part of the building.

A teacher wishing to see a student during lunch, will write a pass and the student should present it to an administrator or teacher on lunch duty.

Only students who have checked out with parental consent through the check-out office will be permitted to leave school on foot or in an automobile.

Students who leave campus during lunch and have not properly checked out of school will be disciplined for skipping. Repeated behaviors of such could lead to revoking driving privileges.

Check-In Procedures

Students who are late to school must check in at the kiosk located in the Front Office. Failing to check in can result in a skipping referral. Students who are late to class will need to check-in at Chill Out. All students have five minutes to get to class in-between each period. Students who are continuously late to Chill-Out over ten minutes, will have to stay in Chill-Out for the remainder of that period.

- Teachers will document all tardies along with attendance.
- Tardies will be cumulative for each class. The registration of tardies will start over at the beginning of each semester.

Check-Out Procedures

In order to leave campus during the school day a student must check out at the front office. The following check-out procedures must be followed:

- Any person checking out a student must physically come into the Front Office.
- All persons checking out a student are required to show ID and be listed as an approved Pickup person on the student's profile. Updates to the authorized Pickup list should be sent to the Data Manager
- Absolutely no checkouts permitted after 2:10 PM (or 30 minutes before dismissal). This is for student and staff safety and will be strictly enforced.

Parents wishing to check out their child who drives to school must provide an email request - **over the phone checkouts are not permitted.** The student must come to the checkout location and sign the checkout sheet prior to leaving school. Check out requests made via email must come from the email address provided in PowerSchool and should be sent to: nbhscheckout@gmail.com

Parents may designate another person to check their child out (other than those listed in the database) ONLY if the parent does so in advance by using the Checkout email address.

Students who leave without following check out procedures and signing the check-out sheet will be disciplined for skipping on the first offense. There will be no warning action.

Media Center Hours and Use

Hours of Operation: 7:15 a.m. – 3:00 p.m. on Monday through Friday

Students are required to have media passes every period, including lunch. No passes are required before or after school or between classes. Passes are to be issued by the subject teacher only. Students should report back to class at the end of the period or whenever they are finished with their media work. Each student must have his/her own pass unless he/she comes with the entire class.

Signed Acceptable Use Policy and Student ID are required for internet use. Students must have student IDs to use computers and to check out books.

All materials that are taken from the Media Center should be checked out at the circulation desk. General collection books circulate for two weeks.

Reference and reserve books should be used in the Media Center throughout the day, and some may be checked out overnight after school. These books are due before first period begins the next morning.

Taking materials from the Media Center that have not been properly checked out will be considered stealing.

No food or drink is allowed in the Media Center at any time.

Internet access is available for classroom assignments under the teacher's direct supervision.

Parental permission is required for Internet Access.

Cost for printing is 10 cents per page.

Online Catalog and Resources

The NBHS media center online catalog may be used to search all library books and videos and is accessible from any school computer. Materials may be searched by title, author, subject, keyword, series, or call number. Access the online catalog from the desktop icon on the media center computers as well as from any school computer. We also have access to NC WiseOwl and Newsbank online resources which are available from both school and home. Links to these and additional online resources are available on the NBHS Media Center web page. Ask media center staff for home access information.

Sports/Athletics

For the most detailed information, visit the [NBHS Athletics](#) webpage.

Students who wish to try out for an athletic team at New Bern High School must meet the following basic requirements:

Academic: In order for a student to be academically eligible to participate in a sport the student:

- must have been promoted from the middle school to the ninth grade
- must have passed at least three courses the preceding semester
- must have passed at least six courses the preceding year
- must have been promoted at the end of the Spring semester

Operational:

- must not owe any fees to the school for books, fines, uniforms, etc.
- must have a current physical form on file with his/her coach.
- must subscribe to the school insurance plan or have a properly prepared waiver on file.
- must meet individual sport requirements as designed by individual coaches.
- must comply with Craven County and NBHS Athletic Codes of Conduct.

Visit our website for more detailed information regarding [Athletic Eligibility](#).

Transportation and Parking Services

School Buses and Discipline

All Craven County and New Bern High School policies are in effect from the time the student arrives at the bus stop until the time the student returns home from the bus in the afternoon. Students are not allowed to leave campus once they have been dropped off by the bus until the school day ends or such time they are checked out via the check in/check out office. Students who leave campus are subject to disciplinary action.

Behavior Guidelines

Riding the school bus is a privilege. Students are expected to behave in a safe and orderly manner, as well as, follow all school and bus rules. Students are expected to follow the direction of the school bus driver. Bus referrals will result in up to ten days bus suspension, year-long bus suspension, ISS or OSS and possible referral to law enforcement, depending on the nature of the offense and the student's discipline record. Failure to meet this expectation will result in short-term and/or long-term suspension of bus riding privileges.

Bus Rules and Expectations

Respect the bus driver and other riders
Remain in assigned seat while the bus is in motion
No eating or drinking is allowed on the bus
Do not throw objects of any kind
Do not yell out the windows
Keep all objects and body parts inside the bus

Category I Offenses and Consequences:

Insubordination/Violating school rules
Dress Code Violation Profanity
Out of assigned seat/standing
Horseplay Hanging out of window
Eating or drinking on bus
Throwing trash on floor

Leaving trash in seat

1st offense – 3 days off of the school bus
2nd offense – 5 days off of the school bus
3rd offense – suspension of bus riding privileges for the remainder of the school year

Category II Offenses and Consequences

Fighting/Assault/Bullying/Harassment/Communicating Threats/Possession of Tobacco/tobacco products/drugs/alcohol and/or related items

Vandalizing bus

Exiting from the back of the bus without permission

Throwing objects off of the bus

Possession of a weapon

1st offense – long term suspension of bus riding privileges (up to the remainder of the school year) II.

Changes in Transportation

Students are assigned to a specific bus and a specific stop. If an issue arises and a parent wishes to request a change to their child's bus stop and/or bus, a Bus Stop Appeal form (available in the front office) must be submitted to Assistant Principal Billy Townsend. No long-term changes will be made until approval has been granted by the Craven County Schools Transportation Department. All short-term changes including but not limited to riding a different bus, going home with friends, etc. require approval by the Assistant Principal in charge of buses which must be arranged by a parent at least one week in advance. If a student moves, then a Student Transportation Information Form must be completed and submitted to the Assistant Principal in charge of buses before a change in the student's bus route can occur.

Student Parking

Detailed student parking information is available on our website in the [Student Services Hub](#).

Student parking is available on a first-come, first-serve basis. All students who park on campus are required to park in the appropriate section of the designated student parking lot and display their valid NBHS parking pass. Once a pass is purchased it allows the purchaser (or child of parent who purchased a pass) to park in the student parking lot during the current school year.

refunds will not be given for any reason including but not limited to: early graduation, revocation of parking privileges, student transfer, etc. Passes are non-transferable and are valid only for the student or child of the parent who purchased the pass and the vehicle in which it was bought for. In order to purchase a parking pass students must be able to provide the license plate number of the vehicle at the time of purchase and a NC driver's license.

Those needing to purchase a parking pass during the school year will need to see Mrs. Greene or Coach Monroe in Chill Out during lunch.

~ Students and parents are required to sign a Student Parking Agreement form that includes a list of rules and expectations that govern student parking. This is posted digitally in the parking pass sign up. Verification is required in order to purchase a parking pass.

~ Students who owe money to the school for smoking fines, lost/damaged textbooks, or any other reason will not be allowed to purchase a parking pass until those obligations are met.

Rules:

1. All vehicles parked on the NBHS campus must be registered and display a valid NBHS parking permit.
2. All students must park in the designated student parking areas AND in their designated spot.
3. All student drivers must have a valid N.C. driver license and all vehicles must have insurance.
4. NBHS is not responsible for any loss to or from the vehicle.
5. There is to be no loitering in the school parking lot outside of regular school hours.
6. Student vehicles are subject to search with probable cause for any form of contraband.
7. Parking and driving regulations will be strictly enforced and the privilege of operating a vehicle on NBHS campus may be suspended or revoked for failure to follow the rules.

8. Any vehicle improperly or illegally parked will be towed at the owner's expense.
9. The parking pass is issued to the student. During driving privilege suspension, the student may not operate any motor vehicle on the NBHS campus.
10. Parking privileges may/can be suspended or revoked for careless and/or reckless driving or repeated unacceptable behaviors pertaining to driving and parking lot privileges. This can include, but is not limited to, leaving campus without permission or not using the appropriate check out process, going to your vehicle during the school day WITHOUT the appropriate pass, etc.

Below are the consequences for students parking violations:

- **1st offense - warning and parent contact**
- **2nd offense - meeting with administrator and up to 10 days loss of driving privileges**
- **3rd offense - (required admin/parent conference with possible loss of driving privileges for the remainder of the year).**

**Additionally, if students are observed driving recklessly by a staff member, their parents/guardians will be contacted by administration, and there is a strong possibility of loss of driving privileges for the remainder of the school year.*

Student Drop Off and Pick Up

Parents are required to drop students off at the gym entrance, located on the side, prior to school. Students should not be dropped off at the front entrance in the mornings between 7:15 – 7:45 a.m. (or picked up between 2:15 – 3:15 p.m.) Instead, students should be dropped off and picked up by the gym entrance. Students may not enter any part of the school building, except the cafeteria before 7:00 a.m. When the first bell rings students should move into the building and should proceed directly to class. Students are not allowed to loiter in parking lots, on athletic fields, or in hallways at any time before school or after school.

IMPORTANT NOTE: Academic Drive is closed off during the hours of 7:00 AM – 7:20 AM and 2:25 PM – 3:00 PM.

General Information & Procedures

After School Procedures

All student drivers and walkers should leave campus immediately after school (beginning at 2:35 on regular school days). Students are not to loiter anywhere on campus after school without specific teacher supervision and permission. They may not be in the halls, loitering in a classroom, in a parking lot, at an athletic field, on the grounds, or on one of the terraces. Students who are caught in one of the places mentioned above will be considered out of bounds and will be disciplined accordingly.

Teachers and coaches are responsible for their students between 2:40 and the beginning of practice/rehearsal/meetings/success lab.

Students should arrange transportation if they are involved in after school events.

Students remaining on campus must be in one of the following locations:

With their coach/director/faculty sponsor of an after school organization

Outside of the gym lobby if they are waiting for a ride, or Bear Plaza if they are second load bus students.

Students are not to wait for rides at the front of the school, congregate in the hallways, in the parking lot or on the grounds after school. They should be moving, not standing unless they are waiting for a ride at the side entrance of school or waiting for a bus.

If students do not fall in one of the above categories, they must leave campus. All students must exit the building by 3:05 pm each day.

Field Trips

Various classes or organizations may take educational field trips during the school year. Information on the purpose, the cost, and the schedules of the trip will be shared with parents prior to departure. Parental permission slips will be required for all students who leave campus during the school day for a field trip.

Academic Information

The following academic topics are covered in detail on our website. Please click the hyperlink to visit the website, or visit NBH.CravenK12.org and navigate to the section indicated

Grading & Credits	Academics > Grading & Credits
EOG Remediation	Academics > Grading & Credits
Credit Recovery	Student Life > Counseling > Alternative Learning
Evening School	Student Life > Counseling > Alternative Learning
Summer School	Student Life > Counseling > Alternative Learning
GED & Adult High School	Student Life > Counseling > Alternative Learning

Additional Information

The following topics are covered in detail on our website. Please click the hyperlink to visit the website, or visit NBH.CravenK12.org and navigate to the section indicated

Activities & Clubs	Student Life > Activities & Clubs
Driver's Education	Student Life > Student Services > Drivers Education
Seniors & Graduation	Student Life > Seniors & Graduation
Prom	Student Life > Student Services > Prom
Loss of Driving Privileges	Academics > Grading & Credits

Notice to Employees and Students

Students have an equal opportunity to an education and can participate in activities without regard to race, color, national origin, gender, disability, parental or marital status, age or religion.

Title IX Coordinator and Americans with Disabilities Act (employees)

Dr. LaKesia Boone (Assistant Superintendent for Human Resources)

3600 Trent Road New Bern, NC 28562 (252) 514-6367

Title IX Coordinator (students)

Dr. Gregory Monroe (Director of Student Services)

3600 Trent Road New Bern, NC 28562 (252) 514-6341

Americans with Disabilities Act (students) & 504 Coordinator

Mrs. Amber Gover (Director of Exceptional Children)

3600 Trent Road New Bern, NC 28562 (252) 514-6344

Facilities

Jerome Williams (Director of Facilities)

Support Services 955 Hwy 55 W New Bern, NC 28562 (252) 514-6380

The Craven County Board of Education believes that its employees and students should lead healthy, wholesome, and productive lives; lives that are free from illegal drugs and other substances. The Craven County Board of Education further believes that the use of illegal drugs and other substances have a detrimental effect on one's physical, emotional, social and intellectual well-being. Therefore, the Craven County Board of Education prohibits, on all its properties, the unlawful possession, use, distribution, or manufacture of a controlled substance by any person employed by or enrolled in this school system.

Violations of any of Craven County Board of Education's drug policies by its employees or students will result in punitive action.

This belief statement is issued by the Craven County Board of Education to comply with Subpart C Section 86.200 and 86.201 of the Drug-Free Schools and Communities Act of 1986.

Referenced Policies:

710.1813 Drug-Free Workplace Environment

913.02 Drugs and Alcohol

Student Discipline: Code of Conduct-Section MS